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25 YEAR RE-REVIEW

*Office Memorandum* • **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 25 April 1956

FROM : Chief, Assessment and Evaluation Staff

SUBJECT: Weekly Report #17  
Assessment and Evaluation Staff  
18-24 April 1956

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

Negotiations are continuing on the joint CIA-NSA testing program.

B. Testing Services Branch.

In conference with members of the Clerical Induction Training Section, arrangements were made for Testing Services Branch test reports on clerical personnel to be made directly available to instructors for use in English Usage classes.

C. Training Evaluation Branch.

1. As part of their on-the-job training in Staff and Branch functions, [ ] participated in the first running of the Cable Writing Refresher Course, and have since been working with [ ] on the evaluation material. The brief cable-editing exercise at the end of the course appears to be a useful device for determining the effectiveness of course coverage of specific points.

2. Chief, TEB, and [ ] visited [ ] to assist [ ] with evaluation material for the Operations Course.

3. A proposed revision of the Speaker Index Form was devised at the request of [ ], and presented for consideration.

4. A meeting was held with [ ] and an A & E consultant relative to tests used in the Operations Support Course.

III. PERSONNEL NOTES.

1. [ ] was called to Minnesota because of the death of his father. He is expected to return on 27 April.

2. [ ] returned to duty from sick leave on 23 April.

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